

# MONTANA SECRETARY OF STATE

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## 2007 MUNICIPAL ELECTION CALENDAR

**April 30** First day for declarations for nomination to be filed (no sooner than 135 days before the election)  
**13-10-201(6)**

**June 3** Last day for precinct boundary changes to be made, if needed or desired (not within 100 days before any primary). Election administrator certifies changes and submits map to Secretary of State **13-1-204(2)**, **13-3-102(1)**

### *Within 3 days*

Boundary changes certified to the election administrator (3 days or less after the change is made)  
**13-3-102(2)**

**June 28** 5:00 p.m. Last day for candidates to file declarations with election administrator (no later than 75 days before primary election) **13-10-201(6)**

Beginning of period for making application for absentee ballot for primary election (75 days before election). United States electors, defined in Title 13, Chapter 21, MCA, are not subject to an earliest date to request an absentee ballot. **13-13-211, 13-21-210**

Election administrators must send electors who are on the permanent absentee list for all elections a permanent absentee elector confirmation form for the municipal primary election no later than this date. (County election administrators may, at their option, combine this form with the municipal general election form since the law requires the notice to be sent at least 75 days before the election.) **13-13-212(4)(b)**

Last day for candidates to withdraw from the Primary election (no later than 75 days before a primary election) **13-10-325**

### *After June 28*

For a nonpartisan election, election administrator determines if the primary for a political subdivision needs to be held and gives notice to the governing body if a primary election will not be held. The election administrator of a political subdivision may determine that a primary election need not be held if the number of candidates for an office exceeds three times the number to be elected to that office in no more than one-half of the offices on the ballot, and the number of candidates in excess of three times the number to be elected is not more than one for any office on the ballot. **13-14-115**

For a partisan election, an election administrator does not need to prepare a primary ballot for a political party if the party does not have candidates for more than half of the offices to appear on the ballot; or if no more than one candidate files for nomination by that party for any of the offices to appear on the ballot. **13-10-209(2)**

Reception: (406) 444-2034 - Business Services Bureau: 444-3665 - Elections Bureau: 444-4732  
Administrative Rules Bureau: 444-2055 - Records Management Bureau (1320 Bozeman Avenue): 444-2716  
Fax: 444-2023

***June 29 through July 11***

Period for each election administrator to certify to the Commissioner of Political Practices the names of all *municipal candidates* who have complied with MCA Title 13, chapters 35 and 37. (Use certification form letters provided by the Commissioner's office.) **13-37-126(3)**

**July 6-11** Period for election administrator to certify names and designations of candidates and have the official ballots prepared (not more than 67 days or less than 62 days before the primary election) **13-10-208(2)**

**July 8** Date by which the governing body may require that a primary election be held if it passes a resolution stating that a primary election must be held (not more than 10 days after close of filing) **13-14-115**

**July 12** Last day for the Commissioner of Political Practices to certify to election administrators for their ballots the names of *municipal candidates* who have complied with MCA Title 13, chapters 35 and 37 **13-37-126(3)**

***Starting not later than July 23***

Notice of close of primary election registration is published on radio or television, or in a newspaper at least three times in the 4 weeks preceding the close of registration. The notice provisions are fulfilled upon the third publication. **13-2-301**

**August 12** County governing body shall designate the polling place for each precinct (no later than 30 days before a primary election) **13-3-105(1)**

**August 13** Regular voter registration closes (30 days before primary election) **13-2-301**

**August 14** Beginning of late registration. An elector may register or change the elector's voter registration information after the close of regular registration in 13-2-301 and vote in the election if the election administrator in the county where the elector resides receives and verifies the elector's voter registration information prior to the close of the polls on election day. A late registrant must vote in the county election administrator's office. (Elector's who have already been sent an absentee ballot are not eligible for late registration. Their registrations are accepted for the next election.) **13-2-304**

**August 22** Date primary election absentee ballots must be printed and available (at least 20 days prior to primary election) **13-13-205(2)**

**August 23** Beginning of period for making application for absentee ballot for general election (75 days before election). United States electors, defined in Title 13, Chapter 21, MCA, are not subject to an earliest date to request an absentee ballot. **13-13-211, 13-21-210**

Election administrators must send electors who are on the permanent absentee list for all elections a permanent absentee elector confirmation form for the municipal general election no later than this date. (County election administrators may, at their option, combine this form with the municipal primary election form and send it by June 28, since the law requires the notice to be sent at least 75 days before the election.) **13-13-212(4)(b)**

**August 27** 5:00 p.m. Deadline for write-in candidates to file a declaration of intent (no later than the 15th day before the election). As long as an election is held and a write-in candidate is qualified for and seeks the office for which the candidate is written in, a write-in candidate running for an office for which no candidate has filed does not have to file a declaration in order for the candidate's write-in votes to be counted. **13-10-211(7), 13-15-206(5)**

**September 1 -** Publish diagram with voting system and ballot arrangement, statement of places systems exhibited, and

- September 8** voting instructions (not more than 10 or less than 3 days before an election) **13-17-203**
- September 1 - September 9** Publish in a newspaper of general circulation in the county a statement of locations of precinct polling places and accessibility designations (not more than 10 days or less than 2 days before an election) **13-3-105(2)**
- September 7** After 5 p.m. -- beginning of period to apply for a special absentee ballot by persons unable to go to the polls as a result of illness or health emergency **13-13-211(2)**
- September 10** Noon. Last day and time for applications to be made for primary election absentee ballot **13-13-211(1)**
- Noon. Last day and time to register to vote by those United States electors, defined in Title 13, Chapter 21, MCA, returning to their U.S. residence too late to register by August 13 deadline. **13-21-203**
- Noon. Election administrators shall close late registration at noon on the day before election day, and reopen late registration on election day. Any elector wishing to register after noon on the day before election day may do so by submitting a voter registration application at the county election administrator's office the day before election day or on election day during polling hours, and appearing at the county election office on election day in order to vote. **13-2-304, ARM 44.3.2015**
- Deadline for verified nomination petitions from independent and minor party candidates for partisan elections to be submitted to election administrators for verification of signatures (must be submitted before the primary election) **13-10-503(2), 13-10-505**
- September 11** **MUNICIPAL PRIMARY NOMINATING ELECTION.** Post lists of registered electors at polling places. Deliver absentee ballots to election judges. **13-1-107(2), 13-2-115(3), 13-13-232**
- Noon. Last day and time to apply for a special absentee ballot by persons unable to go to the polls as a result of illness or health emergency **13-13-201, 13-13-211(2)**
- County election administrator or designee must conduct a random test of 5% of voting systems, a minimum of one per county, on election day, to validate the accuracy of voted paper ballots with the voting system results **ARM 44.3.1713**
- 8:00 p.m. -- End of late registration for the municipal primary election. An elector may register or change the elector's voter registration information after the close of regular registration in 13-2-301 and vote in the election if the election administrator in the county where the elector resides receives and verifies the elector's voter registration information prior to the close of the polls on election day. A late registrant must vote in the county election administrator's office. (Electors who have already been sent an absentee ballot are not eligible for late registration. Their registrations are accepted for the next election.) **13-2-304**

### ***Starting September 11***

Period for each election administrator to certify to the Commissioner of Political Practices the names of all *nominated municipal candidates* who have complied with MCA Title 13, chapters 35 and 37 by properly filing all required statements/reports with their election administrator. (Use certification form letters provided by the Commissioner's office.) Commissioner's office will certify to election administrators the names of all *nominated municipal candidates* who have complied with MCA, Title 13, chapters 35 and 37. *(Ballots not to be printed without certification from the Commissioner's office)* **13-37-126(3)**

- September 17** 3:00 p.m. – Counting of provisional ballots, for which proof of registration or valid identification is received by mail after 5:00 p.m. the day after election day, may not begin prior to this date and time (proof of registration or identification must be postmarked by election day or the day after election day, and must be verified by 3:00 p.m. on this date, in order to be counted). **13-15-107, ARM 44.3.2114**

3:00 p.m. – Date and time for **federal write-in absentee ballots** that were sent by United States electors by 8 p.m. on election day to be received and counted by the county election administrator **13-21-206**

***Starting not later than September 18***

Notice of close of general election registration is published on radio or television, or in a newspaper at least three times in the 4 weeks preceding the close of registration. The notice provisions are fulfilled upon the third publication. **13-2-301**

***By not later than Sept. 18***

Canvass completed (within 3 to 7 days after primary election). Municipal governing body may join with the governing board of the county in canvassing the votes cast at the election. **13-15-401**

***After canvass***

Election administrator certifies the name and party or other designation of each candidate, and any qualified ballot issues, entitled to appear on the ballot and has the official ballots prepared **13-12-201(2)**

***Within 5 days after canvass***

Deadline to initiate contest of primary election nomination (5 days or less after a candidate has been certified as nominated) **13-36-102(1)**

Deadline for unsuccessful primary election candidate to apply for a recount (within 5 days after the official canvass) **13-16-201(1), 13-16-301**

***Within 10 days after canvass***

Deadline for write-in nominee to file a written declaration of acceptance (must also comply with the provisions of 13-37-126, MCA, have paid the filing fee at the time of filing, and have received at least 5% of the total vote cast for the successful candidate for the same office at the last general election) **13-10-204, 13-10-211(6)**

**October 9** Regular voter registration closes (30 days before election, adjusted for Columbus Day) **13-2-301**

**October 10** Beginning of late registration. An elector may register or change the elector's voter registration information after the close of regular registration in 13-2-301 and vote in the election if the election administrator in the county where the elector resides receives and verifies the elector's voter registration information prior to the close of the polls on election day. A late registrant must vote in the county election administrator's office. (Elector's who have already been sent an absentee ballot are not eligible for late registration. Their registrations are accepted for the next election.) **13-2-304**

**October 11** **NEW.** As of October 1, 2007, a person seeking to become a write-in candidate in a mail ballot election or for a trustee position in a school board election shall file a declaration of intent no later than 5 p.m. on the 26th day before the election **13-10-211, Senate Bill 181**

**October 15** Date general election absentee ballots must be printed and available (at least 20 days prior to general election) **13-13-205(2)**

**October 22** 5:00 p.m. Deadline for write-in candidates, except in a mail ballot election, to file a declaration of intent (no later than the 15th day before the election). As long as an election is held and a write-in candidate is qualified for and seeks the office for which the candidate is written in, a write-in candidate running for an office for which no candidate has filed does not have to file a declaration in order for the candidate's write-in votes to be counted. **13-10-211, 13-15-206(5), Senate Bill 181**

- October 27 - November 3** Publish diagram with voting system and ballot arrangement, statement of places systems exhibited, and voting instructions (not more than 10 or less than 3 days before an election) **13-17-203**
- October 27 - November 4** Publish in a newspaper of general circulation in the county a statement of locations of precinct polling places and accessibility designations (not more than 10 days or less than 2 days before an election) **13-3-105(2), 13-3-207**
- November 2** After 5 p.m. -- beginning of period to apply for a special absentee ballot by persons unable to go to the polls as a result of illness or health emergency **13-13-211(2)**
- November 5** Noon. Last day and time to accept application for general election absentee ballot **13-13-211**
- Noon. Last day and time to register to vote by those United States electors, defined in Title 13, Chapter 21, MCA, returning to the elector's U.S. residence too late to register by October 9 deadline **13-21-203**
- Noon. Election administrators shall close late registration at noon on the day before election day, and reopen late registration on election day. Any elector wishing to register after noon on the day before election day may do so by submitting a voter registration application at the county election administrator's office the day before election day or on election day during polling hours, and appearing at the county election office on election day in order to vote. **13-2-304, ARM 44.3.2015**
- November 6** **MUNICIPAL GENERAL ELECTION.** Post lists of registered electors at polling places. Deliver absentee ballots to election judges. **13-1-104(2), 13-2-115(2), 13-13-232**
- Noon. Last day and time to apply for a special absentee ballot by persons unable to go to the polls because of illness or health emergency **13-13-201, 13-13-211**
- NEW.** Effective October 1, 2007, polling places having fewer than **400** registered electors must be open from noon to 8 p.m., or until all registered electors in a precinct have voted **13-1-106, Senate Bill 517**
- County election administrator or designee must conduct a random test of 5% of voting systems, a minimum of one per county, on election day, to validate the accuracy of voted paper ballots with the voting system results **ARM 44.3.1713**
- 8:00 p.m. -- End of late registration for the municipal general election. An elector may register or change the elector's voter registration information after the close of regular registration in 13-2-301 and vote in the election if the election administrator in the county where the elector resides receives and verifies the elector's voter registration information prior to the close of the polls on election day. A late registrant must vote in the county election administrator's office. (Electors who have already been sent an absentee ballot are not eligible for late registration. Their registrations are accepted for the next election.) **13-2-304**

#### ***Starting November 7***

Period for each election administrator to certify to the Commissioner of Political Practices the names of all *elected municipal candidates* who have complied with MCA Title 13, chapters 35 and 37 by properly filing all required statements/reports with their election administrator. (Use certification form letters provided by the Commissioner's office.) Commissioner's office will certify to election administrators the names of all *elected municipal candidates* who have complied with MCA, Title 13, chapters 35 and 37 so certificates of election can be issued. *(Certificates of election not to be issued without certification from the Commissioner's office.)* **13-37-126(3)**

- November 12** 3:00 p.m. -- Counting of provisional ballots, for which proof of registration or valid identification is received by mail after 5:00 p.m. the day after election day, may not begin prior to this date and time (proof of registration or identification must be postmarked by election day or the day after election day, and must be verified by 3:00 p.m. on this date, in order to be counted.) **13-15-107, ARM 44.3.2114**

3:00 p.m. – Date and time for **federal write-in absentee ballots** that were sent by United States electors by 8 p.m. on election day to be received and counted by the county election administrator **13-21-206**

***By not later than November 13***

Canvass completed (within 3 to 7 days after general election). Municipal governing body may join with the governing board of the county in canvassing the votes cast at the election. **13-15-401**

***Within 5 days after canvass***

Deadline for unsuccessful general election candidate to apply for a recount **13-16-201(1)**

***Within 10 days after canvass***

Deadline for successful write-in candidate to file a written declaration of acceptance (must also comply with the provisions of 13-37-225, MCA, and have paid the filing fee at the time of filing) **13-15-111, 13-10-211(6)**

**General Information**

1. Filing for Office: Section 13-10-201, Montana Code Annotated (MCA): For a partisan election, an elector may not file a declaration for more than one party's nomination. A candidate may not file for more than one office.  
  
Section 13-10-505, MCA: Individuals are **prohibited** from filing as independent candidates for nonpartisan offices.
2. Filing fees: Section 13-10-211(6): All declared write-in candidates must pay applicable filing fee at the time of filing.
3. Polls open: Section 13-1-106, MCA: Polls must be open from 7 a.m. to 8 p.m., except that polling places having fewer than 200 (effective October 1, 2007, this number will change to 400) registered electors must be open from noon to 8 p.m., or until all registered electors in a precinct have voted.
4. Candidates: Additional information for filing reports of **campaign contributions and expenditures** are available from the office of the Commissioner of Political Practices at 406-444-2942.
5. Voters: Contact your County Election Administrator (usually the County Clerk and Recorder) or the Secretary of State at 1-888-884-8683 (VOTE).